



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-717

Date: January 7, 2014

3 FAM 2310 MERIT PROMOTION AND PLACEMENT PROGRAM

Changes

1. This Change Transmittal issues major revisions throughout the subchapter. These revisions clarify and document the requirements in establishing competitive service positions, and recruitment and hiring practices.
2. Crosswalk for 3 FAM 2310:

Old Location	Old Title	New Location	New Title
3 FAM 2311.2	Policy	3 FAM 2311.3	
3 FAM 2311.3	Position Coverage	3 FAM 2311.4	
3 FAM 2312.1	Competitive Procedures	3 FAM 2313.1	
3 FAM 2312.2	Exceptions to Competitive Promotion Procedures	3 FAM 2313.2	
3 FAM 2313	Priority Placement Consideration	3 FAM 2314	
3 FAM 2314.1	Eligibility	3 FAM 2315.1	
3 FAM 2314.2	Area of	3 FAM 2315.2	

	Consideration		
3 FAM 2314.2-1	Department of State	3 FAM 2315.2-1	
3 FAM 2314.2-2	Field Offices	3 FAM 2315.2-2	
3 FAM 2314.2-3	Bureau Only	3 FAM 2315.2-3	
3 FAM 2314.2-4	Outside Candidates	3 FAM 2315.2-4	Outside Applicants
3 FAM 2315.1	Application Materials	3 FAM 2318.1	
3 FAM 2315.2	Application Deadline	3 FAM 2318.2	
3 FAM 2316.2	Certificates of Eligibles	3 FAM 2319.1-3	
3 FAM 2316.2-1	Merit Promotion Certificates	3 FAM 2319.1-4	Merit Promotion Certificate of Eligibles Certification of Competitive Eligibles
3 FAM 2316.2-2	Certification of Non-Competitive Eligibles	3 FAM 2319.1-5	
3 FAM 2316.3-1	Interviewing	3 FAM 2319.2-1	
3 FAM 2316.3-2	Selection	3 FAM 2319.2-2	
3 FAM 2316.3-3	Release for Placement	3 FAM 2319.2-3	
3 FAM 2316.3-4	Training and Probationary Period for New Supervisors	3 FAM 2319.2-4	
3 FAM 2316.3-5	Notification of Selection	3 FAM 2319.2-5	

3 FAM 2316.3-6	Travel and Relocation Expenses	3 FAM 2319.2-6	
3 FAM 2316.4	Information to Applicants	3 FAM 2319.3	Release of Information to Applicants
3 FAM 2316.5	Promotion and Placement Records	3 FAM 2319.4	
3 FAM 2317	Agency Review	3 FAM 2319.5	
3 FAM 2318.1	Grievances	3 FAM 2319.6-1	
3 FAM 2318.2	Appeals	3 FAM 2319.6-2	
3 FAM 2318.3	EEO Complaints	3 FAM 2319.6-3	

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
5. The office responsible for the material in this subchapter is **HR/CSHRM**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAM 2310 (CT:PER-643; 06-23-2011) and insert the new 3 FAM 2310 (CT:PER-717; 01-07-2014).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-717, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version

can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.